

ORDER

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

WESTERN-PACIFIC REGION

WP 1320.29D

9/22/82

SUBJ: AIRWAY FACILITIES MAINTENANCE ENGINEERING NOTES

1. PURPOSE. This order provides guidelines for the preparation, distribution and disposition of Airway Facilities Maintenance Engineering Notes.
2. DISTRIBUTION. This order is distributed to section level and above in the Airway Facilities Division, and limited distribution to Airway Facilities sectors and their subordinate field elements.
3. CANCELLATION. WE 1320.29C, Airway Facilities Maintenance Engineering Notes, dated 10/30/78.
4. DESCRIPTION. The Airway Facilities Maintenance Engineering Notes are a series of issuances designed for the expeditious and informal dissemination of non-driective type technical and engineering information. The Notes originate in the Maintenance Operations Branch, AWP-460, of the Airway Facilities Division and are intended to be of technical assistance to Airway Facilities Sector engineers and technicians. The Notes will not alter agency procedures, standards, or tolerances.
5. SOURCES OF INFORMATION. Airway Facilities personnel are encouraged to submit information which they feel would be beneficial to others. Items may originate in the field, regional office, other regions, or agency headquarters. They may include original technical information or data furnished by the military, manufacturers, educational institutions, technical periodicals, and the aviation industry.
 - a. Proven ideas meeting the criteria in paragraph 6 are solicited from all organizational levels of Airway Facilities personnel in the field and regional office.
 - b. Forward information concerning equipment and maintenance problems which appear to have no immediate resolution. Indicate what has been done in attempting to resolve the problems. Maybe someone else has a "fix". Submit your Airway Facilities Maintenance Engineering Notes through channels to the Maintenance Operations Branch.

Distribution: A-X-(AF)-4; A-FAF-2/3/7 (LTD)

Initiated By: AWP-460

c. All levels of review are asked to promptly process these submissions. Although "unresolved problems" may be solved at the next level of review, publication as an Engineering Note is still appropriate if the information is of region-wide significance.

6. TYPES OF INFORMATION. The following types of information may be disseminated:

a. Equipment troubleshooting hints.

b. Techniques intended to make the maintenance job more effective and efficient.

c. Miscellaneous program and technical information; such as:

(1) Identification of region-wide problems having a serious effect on equipment performance and the Airway Facilities Division program.

(2) Progress on resolution of selected problems. Areas having investigation and problem solving projects assigned to them will be indicated.

(3) Employee Suggestions adopted for optional use.

(4) Newsworthy technical developments and engineering tests which relate to or involve the operation or maintenance of Airway Facilities or Air Traffic Control systems, including National Airspace Systems and equipment.

7. FORMAT. Airway Facilities Maintenance Engineering Notes may deviate from the agency directive system. Normally each Note will contain one or more short and concisely worded paragraphs with title and sketches required. Several Notes pertaining to one major topic may be transmitted in one issuance. An approving signature or seal will not appear on these issuances; however, final concurrence will be obtained from the Maintenance Operations Branch Manager on a grid copy before release.

8. ACCURACY OF NOTES. Normally information received for publication through this series will not be edited. Information will be reviewed sufficiently to give reasonable assurance of consonance with basic maintenance policies and directives instructions, but extensive engineering and field tests will seldom be made. This is particularly applicable to the ideas pertaining to servicing, evaluation, and troubleshooting procedures. Users of such information are cautioned that results may not be the same as obtained by those who suggest the ideas. Advise the Maintenance Operations Branch promptly of inaccuracies or adverse results of significance so that correct information may be included in the next issuance.

9. ACKNOWLEDGMENT. Normally the name of the source of the information or the office submitting it will appear at the end of each Note.

10. PREPARATION.

a. Airway Facilities Maintenance Engineering Notes are published on WP Form 6000-7.

b. Distinctive colors of paper are used to facilitate ready identification. Electronics issuances are pink and Environmental issuances are green.

c. Each issuance will be numbered in a four-digit numerical code identifying the appropriate subject classification number and a sequential number. For example: The first issuance pertaining to VOR equipment would be 6790-1; the next, 6790-2.

d. The majority of the issuances will be in the Airway Facilities series 6000-6999. Major equipment groupings are:

6000	-	Airway Facilities - General
6100	-	Data Systems
6200	-	Test Equipment
6300	-	Radar
6450	-	Central Operation Facilities
6500	-	Communications and Flight Assistance Facilities
6600	-	Communications Equipment
6700	-	Navigational Aids
6900	-	Plants and Structures

11. DISTRIBUTION OF NOTES. These issuances are self-transmitting. Distribution will be designated on a selective basis to field organizational elements according to the subject matter covered. Information copies may be sent to Airway Facilities Divisions in other regions, agency headquarters, FAATC, or the Aeronautical Center.

12. RETENTION AND FILING. Use of information contained in Airway Facilities Maintenance Engineering Notes is optional with the recipients. The Notes should be retained at the concerned facility for reference/use as desired and are considered "Non-Record" for Records Disposal purposes.

13. DISPOSITION. Files should be reviewed periodically and obsolete Notes should be discarded. This determination should be made by the Sector Manager or his designee. The distinctive color and use of the major FAA Standard Subject Classification Codes will facilitate filing and retrieval. A periodic updated checklist of the Notes will not be issued; however, Notes containing inaccurate or obsolete information will be updated, corrected, or withdrawn by subsequent Notes.


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